

Sample letter to students/families

Dear students and families,

This fall, _____ High School will be participating in Apply Missouri 2015, sponsored by the Missouri Department of Higher Education. All seniors expecting to graduate in 2016 will have an opportunity to submit an application for admission to one or more colleges or universities, if they have not already done so. The event will be held _____ (date or dates of event).

The purpose of Apply Missouri 2015 is to provide students with information about higher education and the college application process. Information about completing the Free Application for Federal Student Aid (FAFSA) also will be available during the event.

Prior to the event, seniors will be encouraged to fill out a “college fit” worksheet to help them determine what type of higher education might be the best choice for them. Having the completed worksheet available at the Apply Missouri event will allow students to quickly and easily complete college applications. We anticipate that students and their families will work together to complete the worksheet.

Please be aware most colleges require a fee when an application is submitted. Many colleges will require some form of electronic payment with an online application.

Families are welcome to visit _____ High School to help their son or daughter during the application process. Family members also can volunteer to assist with the event, signing in students, helping students with the completion of college applications or distributing information about financial aid opportunities.

If you have any questions about Apply Missouri 2015 or you would like to volunteer during the event, please contact _____ (name, phone number and/or email address). Thank you in advance for supporting this exciting program to help students learn more about the higher education opportunities available to them.

Sincerely,

(Name of site coordinator)

(Title)